

CURRICULUM COMMITTEE NEW COURSE CHECKLIST

1. Course

.Objectives:

~~Outline of course~~

-How fits into OTE categories, and Division or Office curriculum

2. Customer

-Who asked for it?
-What kind of needs assessment?

-~~Accountable~~

3. Students

-Who is course directed at?
-Grade, experience, directorate
-Kind of work (e.g. communicator, analyst, budget officer)

4. Course Design

-Short statement of purpose
-Course outline
-Method of instruction
-Opinion of external reviewer on methodology

5. Course Substance

-Course outline
-Opinion of external reviewer

6. Cost

-How many work years into develop and running?
-\$ (not counting OTE personal service)
-Opportunity cost, i.e. what else might be doing

7. Marketing

-Advertising, training officer network, etc. when and how?
-Post-course

8. Post-Course Review

-Evaluation plan. How will students evaluate?
Based on job evaluation? Non-student evaluation?
-Date for returning to C.C. with evaluation and recommendation re-continuance, changes, etc.

Minutes of Curriculum Committee Meeting 17 January 1985

Page 2

With the benefit of a current course listing, and course review nominations from the Divisions, and Messrs. [redacted] the Committee conducted its first quarterly zero-based review. The Chairman reiterated that form follows function, i.e., how a course is reviewed will depend mostly on the nature of the course, what is appropriate for the Mid-Career course would probably not be appropriate for the Fundamentals of VM. The Chairman asked that each responsible reviewing officer submit a one paragraph review proposal to the Committee before proceeding. Exceptions are noted by asterisk. After considerable discussion, the Committee agreed to the following review program for 1985.

25X1

1st Quarter

Mid-Career [redacted]
 * Overseas Orientation [redacted]
 * Risk of Capture [redacted]
 * FVM [redacted]
 * CTTC [redacted]
 * ISF [redacted]
 * FOIA Seminar [redacted]
 Executive Order [redacted]

2nd Quarter

FIRR [redacted] 25X1
 ITCIA [redacted] 25X1
 GIMS II [redacted] 25X1
 Survey Intel. Infor. Systems [redacted] 25X1
) 25X1

25X1

3rd Quarter

Adm. Procedures [redacted]
 CIA T&T [redacted]
 SWI Ops. Officer [redacted]
 JCL [redacted]
 Intro. to Intel. Reporting [redacted]
 Fund. P/L [redacted]

4th Quarter

AIS [redacted] 25X1
 Records for Agency Personnel [redacted] 25X1
 Introduction to ADP [redacted] 25X1
) 25X1
 25X1
 25X1
 25X1

25X1

The Committee also agreed tentatively to the following Curriculum Evaluation:

CurriculumResponsible OfficerQuarter

Secretarial Training	[redacted]	3rd	1985	25X1
Analyst Training	[redacted]	4th	1985	
Regional/substantive	[redacted]	4th	1985	
EEO	[redacted]	4th	1985	
Management	[redacted]	4th	1985	

25X1

25X1

CONFIDENTIAL